



ORGANIZATIONAL MEETING OF SUBDIVISION AND DEVELOPMENT APPEAL BOARD AGENDA

Thursday, February 12, 2026, 5:15 p.m.

3rd Floor - Poplar Room

315 Jespersen Ave

Spruce Grove, AB T7X 3E8

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| 1. | <u>CALL TO ORDER</u> | | |
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| 2. | <u>AGENDA</u> | | |
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REQUEST FOR DECISION

MEETING DATE: February 12, 2026

TITLE: Welcome and Member Introductions - 2026 Subdivision and Development Appeal Board

DIVISION: Strategic and Communication Services

SUMMARY:

An opportunity for the Subdivision and Development Appeal Board members to meet and engage with each other.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

Administration will lead the introductions to welcome members and inspire conversation.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: February 12, 2026

TITLE: Adoption of the Agenda – Subdivision and Development Appeal Board – February 12, 2026

DIVISION: Strategic and Communication Services

SUMMARY:

Board members are provided with an opportunity to add items they would like to discuss during the meeting, remove items, or change the order of proceedings.

PROPOSED MOTION:

THAT the agenda be adopted as presented.

BACKGROUND / ANALYSIS:

The agenda sets the course of action for the meeting. This ensures the business of the day is followed through and completed as required.

The agenda is approved by a motion of the Board and must be passed by a majority of the members present. Once the agenda is approved, no further changes may be made unless approved by the majority of the Board members present.

OPTIONS / ALTERNATIVES:

THAT the agenda be adopted as amended.

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: February 12, 2026

TITLE: C-1271-23 - Subdivision and Development Appeal Board Bylaw - 2026 Overview

DIVISION: Strategic and Communication Services

SUMMARY:

The Subdivision and Development Appeal Board is established by C-1271-23 - Subdivision and Development Appeal Board Bylaw under the *Municipal Government Act*. The bylaw prescribes the functions and duties of the members. An overview of the bylaw will be provided to the members.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

The Subdivision and Development Appeal Board (SDAB) is a quasi-judicial body created under s. 627 of the *Municipal Government Act*. C-1271-23 - Subdivision and Development Appeal Board Bylaw sets out the SDAB's terms of reference and general procedures for hearings.

The duties, functions, and terms of office of the members, as well as quorum requirements, the role of the Board Clerk, and the SDAB's overall mandate, are outlined within the bylaw. The provisions of the bylaw will be reviewed, and Administration will answer any questions the SDAB members may have.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a



CONSOLIDATED VERSION
of
C-1271-23
SUBDIVISION AND DEVELOPMENT APPEAL BOARD BYLAW

Enacted September 25, 2023

As Amended By:

Bylaw C-1426-26 - Enacted January 12, 2026

THE CITY OF SPRUCE GROVE

BYLAW C-1271-23

SUBDIVISION AND DEVELOPMENT APPEAL BOARD BYLAW

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26, as amended a municipality shall by bylaw establish a Subdivision and Development Appeal Board;

WHEREAS, pursuant to the *Municipal Government Act*, a bylaw to establish a Subdivision and Development Appeal Board must prescribe the functions and duties of the Subdivision and Development Appeal Board;

WHEREAS, pursuant to the *Municipal Government Act*, a municipality must authorize the appointment of one or more clerks of the subdivision and development appeal board and the clerk must be a designated officer;

NOW THEREFORE, the Council of the City of Spruce Grove, duly assembled, hereby enacts as follows:

1. BYLAW TITLE

1.1 This bylaw is called the “Subdivision Development and Appeal Board Bylaw”.

2. DEFINITIONS

2.1 “Act” means the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended.

2.2 “Appellant” means a person who, pursuant to the Act, has served a written Notice of Appeal on the Board.

2.3 “Board” means the Subdivision and Development Appeal Board of the City established pursuant to this bylaw.

2.4 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

2.5 “City Manager” means the administrative head of the City.

- 2.6 “Clerk” means the City Manager or designate to act as Clerk of the Board.
- 2.7 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000 c L-21, as amended.
- 2.8 “Designated Officer” means a Designated Officer as defined in the Act.
- 2.9 “Development Authority” means the Development Authority for the City established by the City’s Development Authority Bylaw, as amended.
- 2.10 “Half-Day” means an honorarium provided for attendance at a hearing date that is equal to or less than four (4) hours in length.
- 2.10.1 “Filing Fee Deadline” means the appeal period as set out in the Act. (Bylaw C-1426-26, January 12, 2026)
- 2.11 “Full-Day” means an honorarium provided for attendance at a hearing date that is more than four (4) hours in length.
- 2.12 “Member” means a Member of the Board appointed pursuant to this bylaw and who has received and completed the mandatory training.
- 2.13 “Spruce Grove” means the area within the legal boundaries of the City of Spruce Grove.
- 2.14 “Subdivision Authority” means the Subdivision Authority for the City established by the City’s Subdivision Authority Bylaw, as amended.

3. ESTABLISHMENT

- 3.1 A Subdivision and Development Appeal Board is hereby established.

4. MEMBERSHIP

- 4.1 The Board shall consist of not less than three (3) Members appointed by resolution of Council.

4.2 All Members shall be residents of Spruce Grove.

4.3 Members shall not be:

- (a) members of Council;
- (b) the Mayor, including as ex-officio member;
- (c) an employee of the City;
- (d) any other person who is not eligible to be a Member as set out in the Act.

5. TRAINING

5.1 All appointed Members shall complete mandatory training as per the Act prior to sitting at a Board hearing.

6. HONORARIUM

6.1 Members shall receive an honorarium as follows:

- (a) \$100 for Half-Day;
- (b) \$200 for Full-Day; and
- (c) Additional \$50 for the Chair.

6.2 More than one hearing may occur on a specific date, and therefore Members shall be paid an honorarium per hearing date as opposed to per hearing.

7. TERM

7.1 The term of office for all Members shall be not more than three (3) years.

7.2 A Member may serve more than one (1) term but in no event shall a Member serve more than three (3) consecutive terms.

7.3 Council shall be at liberty to remove and replace any Member of the Board at any time prior to the expiry date of the Member's term, and any Member of the Board may resign at any time upon sending written notice to the Clerk.

7.4 In the event of a vacancy, Council may by resolution, appoint a new Member to serve for the remainder of the vacating Member's term.

8. QUORUM

8.1 A quorum at any Board hearing shall be three (3) Members.

8.2 No more than seven (7) Members shall sit at a Board hearing.

9. ORGANIZATIONAL MEETING

9.1 An annual organizational meeting shall be held at the beginning of each year.

10. CHAIR AND VICE-CHAIR

10.1 The Members of the Board shall elect from its membership on an annual basis a Chair and Vice-Chair during the annual organizational meeting.

10.2 The Chair and Vice-Chair may be re-elected for successive years as Chair and Vice-Chair.

10.3 In the event of absence or inability of the Chair to preside at a hearing, the Vice-Chair shall preside.

10.4 In the absence or inability of both the Chair and Vice-Chair to preside at a meeting, the Members present, in constituting a quorum, shall elect one of its Members to preside as Chair for that meeting.

11. RULES OF PROCEDURE

11.1 For those procedural matters not covered in the Act or the regulations thereto or this bylaw, the Board shall determine the procedures for the conduct of hearings.

12. VIRTUAL PARTICIPATION IN HEARINGS

12.1 Subdivision and Development Appeal Board hearings may occur in Council Chambers or other City meeting spaces.

12.2 The public, applicant, Appellant, respondent, and Board Members may attend virtually by electronic means at the discretion of the Clerk.

12.3 The public, applicant, Appellant, respondent, and Board Members may only attend virtually if at minimum, the virtual attendees can be heard in the hearing room and by other virtual attendees and the attendees in the hearing room can be heard by the virtual attendees.

12.4 During deliberations, a Board Member attending virtually shall confirm no one else is present in their location who is able to hear the deliberations discussion.

12.5 Virtual public participation procedures for verbal and written submissions are as follows:

(a) Persons interested in making a verbal submission as part the hearing shall contact the Clerk prior to 12:00 noon the day of the hearing to register to speak virtually.

(b) Those who register shall be provided the information to access the hearing by virtual means.

12.6 Persons interested in providing a written submission may provide the Clerk with their written submission prior to 12:00 noon of the Wednesday preceding the hearing. Written submission received prior to 12:00 noon of the Wednesday preceding the hearing will become public information and be included in the agenda package. The Board will also accept written submissions during the hearing.

12.7 If a presenter wishes to provide visual submissions such as photos, graphics, or PowerPoint slides, they shall do so by written submission.

13. FUNCTIONS AND DUTIES

13.1 The Board shall hear appeals from a decision of the Subdivision Authority or the Development Authority.

13.2 The granting and duration of an adjournment is at the discretion of the Board.

13.3 Where in the opinion of the Board an adjournment is warranted, the Board may request technical information, legal opinions, or other assistance, and may adjourn the hearing for this purpose.

13.4 The Chair:

- (a) Shall be responsible for the conduct for the hearing;
- (b) May limit a submission if it is determined to be repetitious or in any manner inappropriate; and
- (c) Shall, when a hearing is tabled or adjourned and a time is not fixed for its continuation, announce that notice of the continuation of the meeting shall be sent to those persons leaving their name and address with the Clerk. Thereafter, only those persons leaving their name and address shall be entitled to notice of the continuation of the hearing.

13.5 Once the hearing is closed, the Board shall not hear or consider any additional verbal or written evidence.

13.6 After hearing the appeal, the Board shall deliberate and reach its decision in private. In arriving at its decision, the majority vote of those Members present shall constitute the decision of the Board.

13.7 In the event of a tie vote of the Board, an appeal shall be deemed to be denied.

- 13.8 A decision of the Board is not final until notification of the decision is given in writing.
- 13.9 A Member who, for any reason, is unable to attend the whole of the hearing of an appeal shall not participate in the Board’s deliberations or the decision made by the Board on that appeal.
- 13.10 If a Member has a direct or indirect pecuniary interest in any matter before the Board, or if a Member is aware of any reason which may likely lead them to entertain a bias when hearing any matter, the Member shall declare such interest or likelihood of bias to the Board and shall abstain from discussion or voting upon such matter, and such abstention shall be recorded in the minutes.

14. CLERK OF THE BOARD

- 14.1 The position of a Designated Officer for the limited purpose of carrying out the functions of the Subdivision and Development Appeal Board Clerk is hereby established.
- 14.2 The City Manager or designate shall be the Clerk of the Board.
- 14.3 The powers and duties of the Clerk shall be to carry out all obligations imposed upon the Clerk pursuant to the Act and regulations thereunder.

15. SIGNING AUTHORITY

- 15.1 An order, decision, approval, notice, or other thing made or given by the Board may be signed on behalf of the Board by the Clerk.
- 15.2 The Clerk shall not sign an order, approval, or decision made by the Board unless the order, approval, or decision has been first approved in writing:
 - (a) by the Chair or other Member of the Board who presided over the hearing to which the order, approval, or decision relates; or

- (b) in the absence or inability to act of the person who chaired or presided over such hearing, any other Member of the Board who was present at such hearing.

16. FEES

- 16.1 On filing an appeal, the Appellant shall pay to the City the fee set out in the City's Development Fees Bylaw, as amended. (Bylaw C-1426-26, January 12, 2026)
- 16.2 The fee must be paid to the City in full by the Filing Fee Deadline. (Bylaw C-1426-26, January 12, 2026)

17. SEVERABILITY

- 17.1 Every provision of this bylaw is independent of all other provisions and if any provision is declared invalid by a Court, then the invalid provisions shall be severed and the remainder provisions shall remain valid and enforceable.

18. EFFECTIVE DATE

- 18.1 This bylaw comes into force and effect on January 1, 2024.

19. REPEAL OF BYLAW C-1225-22

- 19.1 Bylaw C-1225-22 is hereby repealed.

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| First Reading Carried | 25 September 2023 |
| Second Reading Carried | 25 September 2023 |
| Third Reading Carried | 25 September 2023 |
| Date Signed | 26 September 2023 |

The text in parentheses in various locations throughout this document identifies the corresponding amending bylaw which authorized the change to this bylaw.

**Bylaw C-1271-23
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Mayor

City Clerk



REQUEST FOR DECISION

MEETING DATE: February 12, 2026

TITLE: Subdivision and Development Appeal Board Procedures - 2026 Chair's Notes

DIVISION: Strategic and Communication Services

SUMMARY:

Subdivision and Development Appeal Board hearings must meet procedural requirements imposed by the *Municipal Government Act*, SDAB bylaw, other legislation, and common law rules of procedural fairness. The Chair's notes outline the hearing's order of proceedings that meet legislated procedural requirements and the City's procedural process.

PROPOSED MOTION:

THAT the format of the Chair's notes be approved as presented.

BACKGROUND / ANALYSIS:

C-1271-23 - Subdivision and Development Appeal Board (SDAB) Bylaw requires that the Board determine the procedures for the conduct of hearings for those procedural matters not covered in the Act, the regulations, or the SDAB bylaw. Prior to each hearing, the SDAB Clerk prepares the "Chair's Notes" which outlines the process the hearing will follow.

The Chair's notes outline the hearing process and the Chair requests confirmation of the hearing process from those in attendance to ensure all those in attendance have a fair hearing process.

The confirmation of the Chair's notes outlining the hearing process meets the requirement of the bylaw to determine the conduct of the hearing.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

The Chair's notes are circulated prior to a hearing along with the Board package to all confirmed Board members attending a scheduled hearing. The Chair's notes are shared with the sitting Board members so that all have an insight into the hearing process.

IMPACTS:

The Chair's notes support the proper governance processes and hearing procedures.

FINANCIAL IMPLICATIONS:

n/a

| | Chair Statements | Additional Statements/Matters |
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| CALL TO ORDER | I call this meeting of the Subdivision and Development Appeal Board to Order. | |
| CHAIR INTRODUCTION | My name is _____, and I will Chair this Hearing. All questions and comments shall be directed through me. | |
| RECORDINGS STATEMENT | <p>I would like to advise that the Hearing is recorded for accuracy for the Record of Proceedings.</p> <p>The recording will be destroyed 7 months after the Hearing has been closed. No other recordings are permitted.</p> <p>Please ensure your cell phones and other devices are turned off or are on silent.</p> | |
| PURPOSE OF SDAB | <p>The <i>Municipal Government Act</i> grants certain rights of appeal to the Subdivision and Development Appeal Board for development permit decisions made by a Development Officer.</p> <p>The principal task of the Subdivision and Development Appeal Board is to determine the facts of the case before it, to decide what relevant provisions of the <i>Municipal Government Act</i>, Municipal Development Plan, Area Structure Plan, or Land Use Bylaw are applicable, and then to render a decision accordingly.</p> <p>On an appeal of a development permit, the Subdivision and Development Appeal Board may confirm, revoke, or vary the decision or any condition of the Development Authority.</p> <p>A written decision will be given within 15 days of closing this Hearing.</p> | |

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| <p>CLERK INTRODUCTION</p> | <p>The Chair acknowledges _____, Clerk to the Subdivision and Development Appeal Board.</p> <p>It is the practice of the Board to have the Clerk participate in private discussions with the Board. Although the Clerk attends with the Board, they are not a decision maker.</p> | |
| <p>CLERK OBJECTIONS</p> | <p>Does anyone present have any objections to the role of the Clerk?</p>  | <ul style="list-style-type: none"> • If there is an objection, ask for the reasons for the objection. • Then ask the Clerk for his/her response to the objection. • Final word to the objector, then call a caucus to determine what you will do with the Clerk participating in private and in-camera discussions. |
| <p>BOARD MEMBER INTRODUCTION</p> | <p>Will the Board members please introduce themselves?</p> | |

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| <p>SDAB ADMINISTRATIVE STAFF INTRODUCTION</p> | <p>The Board's Recording Secretary is NAME.</p> | <p>Optional:</p> <p>The Board's Legal Counsel is: Gwendolyn Stewart-Palmer, with Shores Jardine LLP.</p> |
| <p>CITY ADMINISTRATION INTRODUCTION</p> | <p>Attending from City of Spruce Grove Administration is:</p> <ul style="list-style-type: none"> • Brad McMurdo, Director of Planning and Development • Tanya Ouelette, Development Officer • Lori Kustra, Supervisor of Development <p>The Development Officer is separate from the Subdivision and Development Appeal Board and does not participate in private discussions with the Board.</p> | <p>Pronunciation:</p> <ul style="list-style-type: none"> • Ooo-let • Koo-straw |
| <p>ADOPTION OF AGENDA</p> | <p>Are there any additions / deletions / changes to the Agenda?</p> <p>May I have a motion to adopt the agenda as proposed / as amended? All in favour?</p> <p>Carried.</p> | <p>A seconder is not needed for this motion.</p> |

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| <p>READING OF THE APPEAL</p> | <p>Will the Board Clerk please read the appeal?</p> | |
| <p>PRELIMINARY MATTERS</p> | <p>Will the Clerk please advise if there are any preliminary matters that must be addressed by the Board?</p> | <p>Preliminary matters can include jurisdictional questions, quorum concerns, written postponement requests that have been submitted in advance of the meeting.</p> |
| <p>POSTPONEMENT REQUESTS?</p> | <p>Are there any persons present who are requesting a postponement of the Hearing to a different date? If so, please step forward.</p> <p></p> <p>Hearing none, we will now proceed with the hearing.</p> <p></p> | <ul style="list-style-type: none"> • If there is a request for a postponement, then ask the individual for the reasons for the postponement. Ask the individual to limit comments to the request for postponement only. • Then ask other affected parties for their response to the postponement request. <p>Final word to the objector, then call a caucus to</p> |

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| | | <p>determine what you will do with the postponement request.</p> |
| <p>BOARD DISCLOSURE</p> | <p>Do any of the Board Members wish to disclose any information or conflicts at this time?</p> | <ul style="list-style-type: none"> • If a Board member wishes to disclose, the member will state their information. • The Board may wish to go in camera to discuss. |
| <p>BOARD OBJECTIONS</p> | <p>Does anyone affected by this appeal object to any of the present Board Members hearing this appeal?</p> <p>If no:</p> <p>Please note for the record that no one affected has objections to any of the present Board Members hearing this appeal.</p> <p>If yes:</p>  | <ul style="list-style-type: none"> • If there is an objection, ask for the reasons for the objection. • Then ask the Member for his/her response to the objection. |

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| | | <ul style="list-style-type: none">• The Board may wish to go in camera to discuss. |
| HEARING PROCESS | <p>The Hearing process will be as follows:</p> <ol style="list-style-type: none">1. The Development Officer will make a presentation first;<ol style="list-style-type: none">a. There will be an opportunity for the Board to ask questions for clarification;2. The Appellant will then make a presentation;<ol style="list-style-type: none">a. There will be an opportunity for the Board to ask questions for clarification;3. The Applicant will then make a presentation;<ol style="list-style-type: none">a. There will be an opportunity for the Board to ask questions for clarification;4. The Board will then hear from anyone in the audience who wishes to speak:<ol style="list-style-type: none">a. There will be an opportunity for the Board to ask questions for clarification;5. The Board Clerk will read into the record any written submissions received;6. If deemed necessary by the Chair, the hearing will recess for a few minutes;7. Upon reconvening there will be an opportunity for the Board to ask questions for clarification;8. Brief summaries or closing comments will follow: | |

- a. First, the Development Officer will have an opportunity for closing comments;
- b. Then the Applicant will have an opportunity for closing comments;
- c. Then the Appellant will have an opportunity for closing comments.

The Board's decision will be issued in writing within **15 days** following the close of the hearing.

The purpose of the appeal hearing is for the Appellant and affected parties to provide the Board with information in relation to the appeal.

The Board must base its decision on the information presented today and the planning merits. Affected persons will be given an opportunity to speak. Please ensure that all comments are directed through the Chair. We would ask that comments be respectful of the process and others and succinct; if another person has already made a point, simply state that you agree with the point. Please avoid clapping for any party's statements.

Of note, the hearing tonight is in relation to lands which are zoned Direct Control. Therefore under s. 685(4) of the *Municipal Government Act*, the Board's jurisdiction is limited to determining whether the development authority followed the directions of council. Only if the subdivision and development appeal board finds that the development authority did not follow the directions can it, in accordance with the directions, substitute its decision for the development authority's decision.

So, the Board asks that all parties provide submissions on how the Development Authority did not follow the directions of Council when it made its decision. <Only required if it is a DC Bylaw>

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| <p>WRITTEN SUBMISSIONS</p> | <p>If any presenter is referring to a written document, including maps, photographs or a report, a copy of those documents must be left with the Board. If you are reading from a written statement, please provide a copy to the Board Clerk as this will assist the Board Clerk in preparing the minutes, and the Board in making its decision.</p> | |
| <p>CONFIRM HEARING PROCESS</p> | <p>Does anyone have any concerns with the process I have outlined?</p> <p>Please note for the record that no concerns with the process as outlined have been presented.</p> | <p><< Chair: please be sure this line is read into the record if there are no concerns.</p> |
| <p>EXHIBITS</p> | <p>The Clerk has prepared an agenda package containing all information received in advance of this Hearing. Does everyone present have a copy of the Agenda?</p> <p>If no:   Get the information to the person who doesn't have it.</p> <p>If Yes: Proceed</p> | |

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| <p>EXHIBITS</p> | <p>Are there any objections to the Board marking documents in the agenda as exhibits?</p> <p>If yes:  Determine what the objection is.</p> <p>If no: Proceed.</p> <p>The Clerk will read into the record the list of documents which are part of the Board's agenda package and any documents which have been accepted by the Board.</p> <p><Clerk to read the list of exhibits></p> | |
| <p>EXHIBITS</p> | <p>Does anyone present have any written information that has not previously been submitted to the Board that they wish to submit?</p> <p>If Yes:   Ask the person to send to the Clerk for distribution to everyone. Then, ask everyone else (Development Officer, Applicant / Appellant, etc.), if they need time to review it. Once they have reviewed, ask if they have any objection to the Board accepting this information.</p> <p>If No:</p> <p>If there is no objection, mark it and proceed</p> | <ul style="list-style-type: none"> • The remedy for an objection on new documents is an adjournment. • If a person objects, the Chair should advise that the Board will need to consider the objection, but if the Board determines that the materials are relevant, the Board can provide the objecting party with time to review and respond. • The Chair should ask how much time would be needed (and can suggest a time, eg., if it is a small document, they can say "would 15 minutes be enough?"), and then ask all parties about their position |

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| | | <p>on the requested adjournment time.</p> <ul style="list-style-type: none"> • If it is a few minutes, the Chair can direct an adjournment. If it is longer than a few minutes, the Chair should see if the members wish to caucus to discuss the adjournment. Then return and advise the parties. |
| <p>DEVELOPMENT OFFICER PRESENTATION</p> | <p>I would now ask that the Development Officer for the City of Spruce Grove, NAME, to step forward to the presenter's table and proceed with your presentation.</p> <p>Does the Board have any questions of the Development Officer?</p> | |
| <p>APPELLANT PRESENTATION</p> | <p>I would now ask that the Appellant, NAME, to step forward to the presenter's table, state your name and proceed with your presentation.</p> <p>Does the Board have any questions of the first Appellant?</p> | <p>Note: The appeal has one Appellant listed, NAME</p> <p>** If there is a large audience, the Chair will want to remind the speaker to not repeat what the main speaker has already provided.</p> |

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| <p>APPLICANT PRESENTATION</p> | <p>I would now ask that the Applicant, NAME / TITLE, to step forward to the presenter's table, state your name and proceed with your presentation.</p> <p>Does the Board have any questions of the Applicant?</p> | |
| <p>CALL FOR OTHERS TO SPEAK TO APPEAL</p> | <p>Is there anyone in the audience who wishes to speak to this appeal?</p> <p>To each presenter:</p> <p>Would you please come forward to the presentation table and print your name on the sheet provided.</p> <p>Please introduce yourself to the Board, spell your name for the record, and outline how you are affected.</p> <p>Thank you. You may now make your presentation.</p> <p>Do Board Members have any questions of this presenter?</p> | <p>If there are several people in attendance who wish to speak to the appeal, it is recommended that the Board hears from those in favour of the appeal first, and then those who are opposed to the appeal.</p> <p>** Chair to request that it is made clear how the speaker is an affected party.</p> |

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| <p>READ INTO RECORD ADDITIONAL INFORMATION</p> | <p>I will call on the Board Clerk to read for the record additional submissions in relation to the appeal, if there are any.</p> <p><Clerk to identify if there is any other information. If it is part of the Agenda package, there is no need to read the documents into the record></p> | <p>The Board Clerk may read this in word for word, or indicate that only a summary is being provided orally and that the affected parties may review the written submissions.</p> |
| <p>RECESS (WHEN APPLICABLE)</p> <p>ONLY CALL IF NEEDED</p> | <p>The Hearing will now recess for a few minutes.</p> | <ul style="list-style-type: none"> If a recess is called regarding the addition of new information, retire into another room to discuss. <p>Move into the Poplar Room to discuss.</p> <p>Return to Council Chambers once you have completed your discussion</p> |
| <p>CALL THE MEETING BACK TO ORDER</p> | <p>I call this meeting of the Subdivision and Development Appeal Board back to Order.</p> | |

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| <p>BOARD QUESTIONS</p> | <p><input type="checkbox"/> Does the Board have any further questions for clarification for the Development Officer?</p> <p><input type="checkbox"/> Does the Board have any further questions for clarification for the Appellant?</p> <p><input type="checkbox"/> Does the Board have any questions for clarification for the Applicant?</p> <p><input type="checkbox"/> Does the Board have any further questions for any other person?</p> | |
| <p>FINAL COMMENTS</p> | <p><input type="checkbox"/> Would the Development Officer like to come forward to make any brief, final comments?</p> <p><input type="checkbox"/> Would the Applicant like to come forward to make any brief, final comments?</p> <p><input type="checkbox"/> Would the Appellant like to come forward to make any brief, final comments?</p> | |
| <p>FAIR HEARING</p> | <p>Do the persons who have made representations feel that you have had a sufficient opportunity to present your evidence and argument to the Board?</p> <p>If yes: proceed</p> <p>If no:</p> <p> </p> | <ul style="list-style-type: none"> • If there is a concern with the hearing process, then ask the objector for the reasons for the concern. • Then ask other presenter if they have any concern with the hearing process. • Objector must be given final word. • Request that the Board move in camera to determine how to |

| | | |
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| | | address the concern to the hearing process. |
| | <p>Before I close the hearing, I would like to ask the Board members if they would like a brief recess to discuss any matters.</p>  | <ul style="list-style-type: none">• Call a caucus to determine what you will do with the matters. |
| | <p>Is the Board satisfied with the amount of information they have received?</p>  | <ul style="list-style-type: none">• Call a caucus to determine what you will do with the amount of information you received. |

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| HEARING CONCLUSION | I would now like to advise that the Hearing is now closed. The Board has ceased to hear any further submissions of any kind. | |
| DECISION REMINDER | In accordance with Provincial legislation, the Board is required to hand down a decision within 15 days from the date of today's hearing. No decision is binding on the Board until it issues a written decision. | |



REQUEST FOR DECISION

MEETING DATE: February 12, 2026

TITLE: Nomination and Election of Chair and Vice-Chair - 2026
Subdivision and Development Appeal Board

DIVISION: Strategic and Communication Services

SUMMARY:

The Subdivision and Development Appeal Board (SDAB) Bylaw requires the members of the Board to elect from its membership a Chair and Vice-Chair.

PROPOSED MOTION:

A motion is not required.

BACKGROUND / ANALYSIS:

C-1271-23 - Subdivision and Development Appeal Board Bylaw, section 10.1, requires the members of the Board to, during the annual organizational meeting, elect from its membership a Chair and Vice-Chair. The Chair and Vice-Chair may be re-elected for successive years.

The SDAB Clerk will call for nominations for the Chair and then the Vice-Chair. SDAB members can self-nominate. If only one person is nominated for each position, they will be declared elected Chair or Vice-Chair by acclamation, as applicable. If more than one person is nominated, the SDAB will vote and elect the Chair and/or Vice-Chair, as applicable. The election will be held by secret ballot. The elected Chair and Vice-Chair will assume their role at the next scheduled hearing.

The role of the Chair supports the order of proceedings during a hearing to ensure all parties have a fair opportunity to present their cases and be heard. Administration supports the Chair by providing a document outlining the proceedings a hearing is to follow. This document is a

guideline to help ensure all parties involved are offered the opportunity to make their presentation and answer any questions Board member may have.

In the absence of the Chair, the Vice-Chair will step into the role for that hearing.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

Administration will support the Chair and Vice-Chair in learning and understanding their roles and how to conduct a hearing following the procedures.

IMPACTS:

Proper governance process and hearing procedure will be followed with the election of a Chair and Vice-Chair.

FINANCIAL IMPLICATIONS:

n/a



REQUEST FOR DECISION

MEETING DATE: February 12, 2026

TITLE: Adjournment – Subdivision and Development Appeal Board
Organizational Meeting - February 12, 2026

DIVISION: Strategic and Communication Services

SUMMARY:

Adjournment indicates the end of the meeting and the completion of the agenda items.

PROPOSED MOTION:

THAT the Subdivision and Development Appeal Board Organizational Meeting adjourn at TIME p.m.

BACKGROUND / ANALYSIS:

The Chair shall ask for a motion from the Committee. Once the motion has been made and the members vote, the meeting is now complete.

OPTIONS / ALTERNATIVES:

n/a

CONSULTATION / ENGAGEMENT:

n/a

IMPLEMENTATION / COMMUNICATION:

n/a

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a